

MARTIN COUNTY PROPERTY APPRAISER

JOB TITLE: HR & Operations Specialist

SUMMARY: The position assists with the administration of day-to-day office operations and Human Resource's multifaceted role and duties. Duties entail keeping the Property Appraiser's Office thriving business operations running smoothly by coordinating varied administrative processes and performing a variety of Human Resource functions requiring independent judgement and initiative. Daily work includes significant internal and external contacts. This position reports to the Director of HR & Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Understands and executes the Property Appraiser "Mission, Vision, and Guiding Principles."
- Assists with keeping the Office daily activities running smoothly, operating in the most timely and efficient manner, while maintaining quality control standards.
- Assists with operational tasks such as, but not limited to, public records management, purchasing, inventory control, monitoring equipment and supply usage/needs, maintaining/reviewing office forms, tracking service agreements and contracts, stewarding emails received by the public, etc.
- Works with Department Managers to ensure operational efficiency and in accordance with office protocol and policy.
- Fosters strong business relationships across government agencies and County/City departments.
- Assists with planning in-office training, motivational and team-building activities that support the Property Appraiser's mission of fostering a harmonious and inspiring work environment.
- Schedules professionals for educational courses and conferences, makes travel and per diem arrangements, maintains records of course participation and related hours.
- Coordinates all aspects of the *Certificate of Excellence in Assessment Administration* resubmission, including tracking of education guideline.
- Assists with Human Resource tasks such as, but not limited to, recruitment, scheduling interviews, on/off boarding, conflict resolution and employee relations, incident investigations and reporting, performance review tracking, developing/modifying office policy, procedures, and job descriptions.
- Assists with nurturing organizational culture and ensuring professionals adhere to office policy and administer policies in a fair manner.
- Assists with employee elected benefits administration and enrollment, Florida Retirement System and Bentek software.
- Assists with both short-range and long-range strategic planning and organizational development including workforce planning, succession planning, and organizational structure.
- Protects property owner information in accordance with Florida Statutes regarding confidentiality.
- Maintains records in proper manner and detail, ensuring the accuracy, completeness, and currency of the data.
- Complies with established procedures, policies, Florida Statutes, and deadlines.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exhibits high level of attention to detail and quality control mindset.
- Actively supports the office-wide initiative of fostering a "lean" atmosphere that focuses on developing a culture of continuous improvement.
- Demonstrates excellent positive listening, oral, and written communication, and customer service skills to consistently represent the Office to all constituents in a manner that exceeds defined standards.
- Exhibits excellent business writing skills to convey message in a concise, informative, and knowledgeable manner.
- Exhibits knowledge of and/or experience working with local city/County government, specifically Martin County a plus.
- Demonstrates proficiency in the operation and navigation of a personal computer, and related software including MicroSoft Office Suite.
- Knowledge of the principles and procedures used in maintaining a centralized electronic filing system.

- Knowledge of human resource management principles and practices.
- Demonstrates strong ability to maintain confidentiality when handling personnel records, or other information deemed sensitive or confidential.
- Demonstrates ability to exercise tact, discretion and independent judgment when dealing with confidential and diplomatic matters.
- Establishes and maintains constructive working relationships.
- Exhibits regular attendance, dependability, promptness, and team-player attitude.
- Exhibits ability to work independently, drives innovation, and develops unique solutions and ideas.

QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year degree granting college or university in Human Resources Management, Organizational Management, Public or Business Administration and two (2) years work experience supervising others and/or working in human resource capacity.
- Possesses a valid Florida driver's license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an individual to successfully perform the essential duties of this job. While performing the duties of this job the individual is frequently required to sit. The individual is regularly required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally the person may be required to balance, stoop, or lift up to 10 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

STARTING SALARY: \$53,500 - \$61,525 annually depending on experience. Includes robust benefits package.

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